



## BOURN PARISH COUNCIL

I hereby give notice that the meeting of Bourn Parish Council will be held on  
Wednesday 21 October 2020 at 7:30 pm online via Zoom

The Public and Press are cordially invited to be present, please use Meeting ID: 91438443219  
& password: 152398 or email/telephone your question(s) to the Clerk,  
[parish.clerk@bourn.org.uk](mailto:parish.clerk@bourn.org.uk) /07701339765 by Monday 19 October 2020

**All members of the Council are hereby summoned to attend for the purpose of considering  
and resolving upon the business to be transacted at the Meeting as set out hereunder**

Michele Hutton, Parish Clerk  
Bourn Parish Council tel: 07701 339765

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### AGENDA

#### Comments and observations from members of the public

A maximum of **15 minutes** is allocated for this with no more than three minutes per person at the Chairman's discretion  
Councillors should not respond on items on the agenda but consider the views put forward when appropriate  
Members of the public are reminded that once the meeting is in session there is no further opportunity to speak

#### Reports from County and District Councillors

In order to comply with our Standing Orders on time-keeping please keep these brief or in printed form – *10 mins*

- 1. Apologies and reasons for absence** *3 mins*
  - 1.1 Co-option of prospective new councillor
  
- 2. Member's declarations of pecuniary interest, dispensations held, and requests for same for agenda items** *2 mins*
  
- 3. Approval of the minutes of the last meeting on 16 September 2020** *3 mins*
  
- 4. Matters arising from the last meeting or a previous meeting including items deferred**
  - 4.1 (4.3, 4.6 & 6.8) Cycle Path – NS to report back at October meeting *2 mins*
  - 4.2 (4.3, 4.6, 6.6) Sports Club request for various taps, water fountain and urinal water leakages to be repaired/  
Improved – taps and water fountain not possible at the moment due to Covid19. **Action =Clerk to  
obtain quotes for urinal works** *2 mins*
  - 4.3 (4.4, 4.7, 7.3) Is Bourn PC going to declare a climate emergency in line with the Government, SCDC, CCC  
And other PCs. – **Action =DOB to draft a statement for October meeting, see appendices** *2 mins*
  - 4.4 (4.13, 6.15) Refurbishment and additional Dog faeces bins (BJ)-email sent to SCDC, **Clerk to chase** *2 mins*
  - 4.5 Tree Offer (BJ) *2 mins*
  
5. Finance, procedure and risk assessment including considering any urgent work required because of  
health and safety, or risk.
  - 5.1 Financial report and payment of bills:-  
See appendices for full breakdown *2 mins*
  - 5.2 Any matter which is urgent because of risk or health and safety and/or the use of delegated powers  
between meetings *2 mins*

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Council due to the time constraints of making recommendations to the District Council. For more information please see the current planning  
application consultations on <http://plan.scamb.gov.uk/swiftlg/apas/run/wchvarylogin.display>

- 6. East/West Rail Route (EWR)** - Cambridge Approaches, CamBed Rail and Cambourne Parish Council are lobbying for the proposed Cambourne station (currently earmarked for the area around North Caxton) to be sited North of Cambourne adjacent to the A428.
- What position do we as Bourn Parish Council want to take on the station location?
  - Set a date and time, and discuss the format for a Zoom call to update residents on the East West rail proposals *5 mins*
- 7. Bourn Airfield Development (BAD)** - The latest alteration to the existing planning application S/3440/18/OL seeks to permit the building of 500 of the 3500 houses before a decision has been reached on when, if ever, an A428 HQPT system is delivered. Bourn Parish Council need to decide how we want to respond to this alteration to the planning application. *5 mins*
- 8. Reports on the progress of ongoing projects/issues**
- 8.1 Parish Council website (SJA,LR,NS)** - Website accessibility requirements - NS advised that progress has been made with a report from Yowly due, NS to check accessibility statement and publish before 23<sup>rd</sup> September 2020 *2 mins*
- 9. Members requested subjects for discussion**
- 9.1** Traffic Calming (SJA) *5 mins*
- 9.2** LHI application (DOB) *5 mins*
- 9.3** Greater Cambridge site Submissions (DOB) *5 mins*
- 9.4** AGAR amendments (MH) *5 mins*
- 9.5** Bollards at War Memorial (LR) *5 mins*
- 9.6** Grounds Maintenance and Grass Verge Management Policy (LR) *5 mins*
- 9.7** Update on replacement streetlighting (LR) *5 mins*
- 10. Correspondence/communications received**
- 10.1** S Levinson – request for verges to be cut back and Rights of Way - to re-assert all the pre-1949 footpaths.- to be carried forward to October meeting *5 mins*
- 11. Planning and tree work applications and any related matters**
- 11.1 Planning applications**
- 11.1.1** S/3440/18/OL, Bourn Airfield St Neots Road Bourn Cambridge CB23 2TQ, Outline planning permission for a new mixed use village comprising residential development of approximately 3500 dwellings *2 mins*
- 11.1.2** 20/03562/LBC, Wysing Grange Fox Road Bourn, Anglia Property Preservation to carry out installation of damp proofing to a section of wall at the rear of the property. *2 mins*
- 11.1.3** 20/03561/HFUL, Wysing Grange Fox Road Bourn, Anglia Property Preservation to carry out installation of damp proofing to a section of wall at the rear of the property. *2 mins*
- 11.2 Tree works applications** – none received
- 11.3 SCDC planning decisions and appeal notices – to note**
- 11.3.1** 20/03027/HFUL, 133 Caxton End Bourn CB23 2ST, Single storey timber orangery, permission granted *2 mins*
- 11.3.2** 20/03320/HFUL, 44 Broadway Bourn CB23 2TA, Single storey rear extension on semi-detached house, permission granted *2 mins*
- 12. Member's reports and any items which need consideration**
- It is requested that any reports should be put in writing and circulated prior to the meeting for consideration. Reference will be made to any which require a decision. *5 mins*
- 13. Closure of meeting**

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## APPENDICES:-

### **4.3 - BOURN PARISH COUNCIL CLIMATE CHANGE STATEMENT**

Bourn Parish Council recognises that we face a Climate Emergency. The consensus among environmental scientists is that there is clear evidence of climate change and that it represents a threat to the life opportunities and well-being of future generations. We believe that addressing the challenges of climate change now will positively affect our health, wellbeing and community resilience.

The Parish Council further acknowledges that all its future actions and decisions should take account of the need to reduce emissions of greenhouse gases and to seek to reach net-zero carbon by 2030.

The Parish Council invites interested members of the community to set up a new Working Party to consider and propose local initiatives and actions to help tackle climate change that can be undertaken by the community with the support of the Council. Operating in partnership the Working Party and the Parish Council will seek to:

- cooperate with the District and County Councils and other local and national agencies to ensure resources are directed towards projects in the parish directed to achieving net-zero carbon by 2030
- communicate regularly with our community through an inclusive, impartial process that hears views and ideas for action from all sectors of the community.
- develop short, medium, and long term plans aligned with the 4-year Parish Council cycle aimed at achieving zero carbon by 2030 as well as other environmental improvements, such as enhancement of the biodiversity of the parish and measures to mitigate the impact of severe weather events.
- undertake initial audits of energy use and other environmental impacts in the parish to inform these plans?
- undertake regular reviews of progress through annual monitoring of energy use and other environmental impacts
- support actions to reduce our community's carbon emissions by making improvements to buildings' energy efficiency, improving public transport, reducing the use of private cars, encouraging walking and cycling.
- work with local businesses and services, farmers and landowners to enable them to play an effective part in the battle against climate change;
- encourage natural approaches to carbon capture such as tree planting and increasing biodiversity;
- support the development of renewable energy systems in our area by promoting schemes such as solar streets and community owned renewables.

### **5.1 Invoices for payment**

<b>Supplier</b>	<b>Description</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
Opus Energy	Elec standing charge	9.15	0.46	9.61
Nutcombe Plumbing	Water leak Alms Hill road repair	680.00	136.00	816.00
Nutcombe Plumbing	Water leak Alms Hill pipe repair	179.61	35.92	215.53
GeoXphere Ltd	Online Mapping service	30.00	6.00	36.00
Buchans	Grass Cutting Sep & wildflower seed work	897.66	179.54	1077.20
Michele Hutton	Remembrance Day poppy wreath	18.32	3.66	21.98
Michele Hutton	Clerk's salary Oct 2020	807.54	0.00	807.54
SLCC	Membership renewal	126.00	0.00	126.00
HMRC	Employers Tax & NI month 4	141.87	0.00	141.87
HMRC	Employers Tax & NI month 5	65.60	0.00	65.60
HMRC	Employers Tax & NI month 6	103.43	0.00	103.43
Michele Hutton	Postage stamp re bank mandate	0.70	0.00	0.70
O2	Clerk's mobile phone – Oct 2020	23.15	4.63	27.78
	<b>Totals</b>	<b>3083.13</b>	<b>366.21</b>	<b>3449.34</b>

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**Invoices paid between and since last meeting**

Supplier	Description	Net	VAT	Total
Buchans	Grass cutting August	463.41	92.69	556.10
<b>Total</b>		<b>463.41</b>	<b>92.69</b>	<b>556.10</b>

**Receipts received between and since last meeting**

Supplier	Description	Total
SCDC	Precept	19213.00
EWR	Survey licence fee	250.00
<b>Total</b>		<b>19463.00</b>

**Bank Reconciliation:-****Bourn Parish Council**

Prepared by: M Hutton/Clerk Date: 01/10/2020

*Name and Role (Clerk/RFO etc)*

Approved by: M Hutton/RFO Date: 01/10/2020

*Name and Role (RFO/Chair of Finance etc)*

**Bank Reconciliation at 30/09/2020**

Cash in Hand 01/04/2020 54,319.80

**ADD**

Receipts 01/04/2020 - 30/09/2020 47,586.30

101,906.10

**SUBTRACT**

Payments 01/04/2020 - 30/09/2020 18,348.55

**A Cash in Hand 30/09/2020 83,557.55**  
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 30/09/2020 0.00

Nationwide B/Soc 30/09/2020 27,640.32

Lloyds Bank 30/09/2020 56,473.33

**84,113.65**

Less unrepresented payments Buchans 556.10

83,557.55

Plus unrepresented receipts 0.00

**B Adjusted Bank Balance 83,557.55**

**A = B Checks out OK**

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**Payments List:-**

<b>Date</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
01/04/2020	Land lease	SCDC	50.00	0.00	50.00
08/04/2020	Electricity standing charge	Opus Energy	7.92	0.39	8.31
16/04/2020	Tax & NI for Clerk's salary	HMRC	91.00	0.00	91.00
20/04/2020	Annual membership	Cam valley Forum	10.00	0.00	10.00
29/04/2020	Clerk's mobile phone	O2	23.15	4.63	27.78
30/04/2020	Clerk's salary	Michele Hutton	764.86	0.00	764.86
12/05/2020	Electricity standing charge	Opus Energy	7.69	0.38	8.07
14/05/2020	Tax & NI for Clerk's salary	HMRC	90.15	0.00	90.15
14/05/2020	Tax & NI for Clerk's salary	HMRC	96.97	0.00	96.97
20/05/2020	Zoom membership	Michele Hutton	0.00	0.00	0.00
20/05/2020	Wreath	Sarah Jagers	0.00	0.00	0.00
20/05/2020	printing costs	Neil Blair	0.00	0.00	0.00
20/05/2020	Wreath	The Royal British Legion	19.15	3.83	22.98
20/05/2020	Zoom membership	Zoom Video Communications Inc	119.90	23.98	143.88
20/05/2020	printing costs	PrintPond-Acme Brighton Ltd	27.69	5.54	33.23
20/05/2020	Grass Cutting	Buchans	528.29	105.67	633.96
20/05/2020	Grass Cutting	Buchans	337.74	67.55	405.29
20/05/2020	Annual Play Equipment Safety Inspection	David Bracey Play Safety Inspections	175.00	35.00	210.00
20/05/2020	War Memorial flowers	Alan Ward	36.00	0.00	36.00
29/05/2020	Clerk's mobile phone	O2	23.15	4.63	27.78
29/05/2020	Clerk's salary	Michele Hutton	637.80	0.00	637.80
01/06/2020	Water & Sewerage charge	Cambridge Water Business	736.99	0.00	736.99
07/06/2020	Pavilion Electricity Charge	SWALEC	64.22	3.21	67.43
17/06/2020	Grass Cutting	Buchans	834.67	166.94	1,001.61
17/06/2020	Stationery	Viking Direct	62.26	12.45	74.71
17/06/2020	Skate Ramp repairs	RPM Ltd	750.00	150.00	900.00
17/06/2020	Electricity standing charge	Cambridgeshire County Council	121.69	0.00	121.69
17/06/2020	Litter Bin	SCDC	345.00	0.00	345.00
17/06/2020	Website Qtrly Charge	Yowly	140.00	0.00	140.00
17/06/2020	playground incidentals	Frank Haxton	30.90	0.00	30.90
17/06/2020	Electricity standing charge	Opus Energy	9.36	0.47	9.83
26/06/2020	Pavilion Electricity Charge	SWALEC	22.26	1.11	23.37
29/06/2020	Clerk's mobile phone	O2	23.15	4.63	27.78
30/06/2020	Clerk's salary	Michele Hutton	642.30	0.00	642.30
12/07/2020	Electricity standing charge	Opus Energy	9.10	0.46	9.56
15/07/2020	Training	SLCC	10.00	2.00	12.00
15/07/2020	fencing repairs	Mervyn Bradford	79.78	5.66	85.44
15/07/2020	Grass Cutting	Buchans	600.63	120.12	720.75
15/07/2020	Internal Auditor	Canalbs Ltd	147.87	0.00	147.87
15/07/2020	Tax & NI for Clerk's salary	HMRC	126.99	0.00	126.99
15/07/2020	Tax & NI for Clerk's salary	HMRC	64.00	0.00	64.00
15/07/2020	War memorial cleaning	P.W.F. Decorating & Maintenance Services	210.00	0.00	210.00
15/07/2020	printing costs	Michele Hutton	97.00	0.00	97.00
16/07/2020	Stationery	Viking Direct	63.98	12.80	76.78
16/07/2020	Alarm Maintenance	Alarm Maintenance Ltd	87.00	17.40	104.40
22/07/2020	Tax & NI for Clerk's salary	HMRC	64.00	0.00	64.00
29/07/2020	Clerk's mobile phone	O2	23.15	4.63	27.78
31/07/2020	Clerk's salary	Michele Hutton	791.12	0.00	791.12

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03/08/2020	History website purchase	Community Websites Ltd	175.00	35.00	210.00
03/08/2020	Skate Ramp repairs	Radii Skatepark Repairs	45.00	0.00	45.00
06/08/2020	Alarm Maintenance	Alarm Maintenance Ltd	225.00	45.00	270.00
06/08/2020	Speedwatch signage	Cambridgeshire County Council	483.32	96.66	579.98
06/08/2020	Picnic Bench	Sustainable Furniture (UK) Ltd	195.83	39.17	235.00
07/08/2020	Electric Meter Door-Pavilion	Michele Hutton	42.80	8.56	51.36
12/08/2020	Water/Sewerage Refund	Bourn Sports Club	318.93	0.00	318.93
12/08/2020	Electricity standing charge	Opus Energy	9.38	0.46	9.84
24/08/2020	Wildflower seeds	Emorsgate Seeds	168.00	6.72	174.72
28/08/2020	Clerk's salary	Michele Hutton	644.20	0.00	644.20
29/08/2020	Clerk's mobile phone	O2	23.15	4.63	27.78
01/09/2020	PWLB payment	PWLB	1,762.90	0.00	1,762.90
01/09/2020	Pavilion Electricity Charge	SWALEC	23.30	1.16	24.46
11/09/2020	Pavilion Electricity Charge	SWALEC	90.33	4.51	94.84
12/09/2020	Electricity standing charge	Opus Energy	9.48	0.47	9.95
16/09/2020	Grass Cutting	Buchans	463.41	92.69	556.10
16/09/2020	Grass Cutting	Buchans	476.01	95.21	571.22
21/09/2020	Microsoft Office renewal	Michele Hutton	49.99	10.00	59.99
22/09/2020	Insurance	Arthur J Gallagher/Came&Co	1,825.34	0.00	1,825.34
22/09/2020	Website Qtrly Charge	Yowly	140.00	0.00	140.00
29/09/2020	Clerk's mobile phone	O2	23.15	4.63	27.78
30/09/2020	Clerk's salary	Michele Hutton	751.80	0.00	751.80
		<b>Total</b>	<b>17,150.20</b>	<b>1,198.35</b>	<b>18,348.55</b>

#### Receipts List:-

Date	Description	Supplier	Net	VAT	Total
08/04/2020	VAT 126 reimbursement	HMRC	0.00	3,490.07	3,490.07
22/04/2020	Precept	SCDC	9,606.50	0.00	9,606.50
12/05/2020	Precept	SCDC	9,606.50	0.00	9,606.50
16/06/2020	Water & Sewerage charge	Bourn Sports Club	185.48	0.00	185.48
16/06/2020	Water & Sewerage charge	Bourn Sports Club	330.41	0.00	330.41
16/06/2020	Pavilion Electricity Charge	Bourn Sports Club	785.16	0.00	785.16
01/07/2020	Grass cutting contribution	Cambridgeshire County Council	1,475.00	0.00	1,475.00
02/07/2020	S106 Rockery Farm funds	SCDC	2,128.03	0.00	2,128.03
31/07/2020	Water/Sewerage Refund	Cambridge Water Business	455.62	0.00	455.62
11/08/2020	Pavilion Electricity Charge	Bourn Sports Club	60.53	0.00	60.53
07/09/2020	EWR survey licence fee	EWR Co Ltd	250.00	0.00	250.00
23/09/2020	Precept	SCDC	19,213.00	0.00	19,213.00
		<b>Total</b>	<b>44,096.23</b>	<b>3,490.07</b>	<b>47,586.30</b>

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